

# 厚木基地空席広報

## VACANCY ANNOUNCEMENT

広報番号 :	A-04-066
Announcement No.	
一次選考締切り日 :	13 JUL 04
1 <sup>st</sup> Cut Off Date	
募集締切日:	選考決定まで継続
Closing Date	Open until filled
発行日:	6 JUL 04
Date of Issue	

1.職種名 Job title (等級 Grade 1-2 / 語学等級 LAD N/A)

### Sales Clerk, IHA 600

見習い採用の可能性	<input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes		
Acceptance at Lower Grade Trainee	見習い等級 Trainee Grade:		
<input checked="" type="checkbox"/> 事務系 Administrative	<input type="checkbox"/> 技能系 Trade & Service	<input type="checkbox"/> 保安・消防系 Security & Fire	<input type="checkbox"/> 医療系 Medical

募集人数  
No. of Recruitment

3 名

4.募集範囲 Area of Consideration
<input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity
<input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance
<input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide
<input checked="" type="checkbox"/> 外部 Off Base Applicant

2.部隊 Activity

### Retail Department, NEX Atsugi

勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi

3.勤務時間 Work Schedule (週 30-35 時間制 hr/wk)

勤務日 Work Days: 5 days/week (2 days off/week)

勤務時間 Work Hours: 6-7 hours between 0900-2100

夜勤 Night Shift  残業 Overtime  出張 Business Travel

5.雇用の種類 Type of Employment

<input type="checkbox"/> MLC
<input checked="" type="checkbox"/> IHA
<input checked="" type="checkbox"/> 時間制 HPT
<input type="checkbox"/> 常用 Permanent
<input type="checkbox"/> 限定 Limited Term ( <u>  </u> カ月 Months )

6.職務内容 Duties

Displays and sells merchandise in a sales store. Arranges articles on counter. Waits on the counter and receives customers; displays articles for customer's selection; answers inquiries about the articles and helps customers make selections; receives payment; makes change; and rings up sales on cash register. Wraps and gives articles to customer. Replenishes articles from stock room. Posts established stock levels, periodic sales, stock on hand and order quantity on merchandise control sheets. Participates in taking inventories of stock. Performs other related or incidental duties as assigned.

7.職務状況 Working Condition:

#### 8.資格要件／身体条件 Qualification/Physical Requirements

- Ability to make mathematical computations, operate calculator, cash register.
- Good command of English in writing, reading and speaking.
- Must be able to use calculator, cash register.
- Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national, etc) in Japan will be eligible. Please attach a copy of alien registration certificate to your application.
- U. S. Citizens are not eligible for IHA (HPT) employment.

英語力 English Language Proficiency :  必要なし None  初級 Basic  中級 Intermediate  上級 Advanced  特段の能力 Exceptional

学歴 Educational Background : See block #8 免許証／修了証 License/Certificate Required : See block #8

#### 9.提出するもの Application and Associated Documents

\* 空席応募用紙: 英語の履歴書 (H R O 厚木様式 F E B 0 2) を所定の締め切り日の午後 3 時までに下記の住所に送付して下さい。H R O 厚木の様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経験（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。尚、履歴書やその他応募書類に添付された書類の返却は出来ませんので、ご了承下さい。応募の時点で M L C ／ I H A 規定に基づいた雇用資格を満たしている応募者のみ選考の対象となります。Send us English MLC/IHA APPLICATION FORM (HRO ATSUGI FORM FEB 02) or resume with equitable information to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement. To be considered for selection, resume must include at least the following information: Announcement number, full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. Applications and attachments will not be retrieved for duplication or for return. All applicants must meet eligibility requirements by respective closing date. Ineligible applicants will not be referred for consideration. 記入は Complete \* in  日本語で Japanese  英語で English  どちらでも Either

\*選考結果の通知を希望する方は、80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) を同封して下さい。Those who requests result of selection, please enclose 12cm x 23.5cm envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 Office/POC 厚木基地人事部 担当：吉野 ☎0467-78-2661 (DSN) 264-3624	〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 (HRO BOX12) HRO Box 12	